



TOWN OF HUDSON

Municipal Utility Committee



David Shaw, Chairman Marilyn McGrath, Selectmen Liaison

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Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: August 21, 2018

Member Attendees:

David Shaw, Chairman
Jim Lavacchia, Vice Chairman
Bill Abbott
Chelsea Leonard
Donna Staffier-Sommers – Administrative Aide

Absent:

Marilyn McGrath, Selectman Liaison
Elvis Dhima, Town Engineer

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Tuesday, August 21, 2018, at 7:00 pm, in the Board of Selectmen meeting room at Town Hall. Secretarial duties were provided by Donna Staffier-Sommers.

1. Acceptance of minutes

The minutes of the July 17, 2018 Municipal Utility Committee meeting were reviewed.

A motion was made by Jim Lavacchia; second by Bill Abbott to “accept the meeting minutes for meeting dated July 17, 2018, as written.” Motion carried with Dave Shaw abstaining.

3. Financial Status – Water Utility

A – D. The Cash Flow report for June 2018 and the Expenditure & Revenue reports for July 2018 were reviewed.

The expense report indicate that lines 5592-204 large equip maint. and 5592-403 small equip. have credit balances. How can this be? Donna to check. *Spoke to Cherie Hebert in Accounts Payable who says these are caused by year end accruals.-dlss*

4. Old Business- Water Utility -None

5. New Business – Water Utility - None

6. Financial Status – Sewer Utility

- A. The cash flow report for June 2018 and the Expenditure and Revenue reports for July 2018 were reviewed.

Line 5562-403 oper/maint small equipment seems high. Most likely it is from the new sewer tv camera purchased recently.

- B. The balance of capacity is at 69,500 gpd.

7. Old Business – Sewer Utility - None

8. New Business – Sewer Utility

- A. Abatements

1. S-UTL-19-01 Nadeau 60 Rangers Dr m/l 160/020 Acct # 3514

Applicant requests an abatement of sewer charges on the basis of submitting an auxiliary meter card used to record outside use and the incorrect credit amount was given. She received credit for 17 units and should have received credit for 68 units. Request abatement of the difference 51 units (68-17) and \$60.72 (51 x 1.1905).

Motion made by Bill Abbott; second by Chelsea Leonard “to recommend the Board of Selectmen approve abatement request S-UTL-19-01 for the reason given”. Motion carried.

2. S-UTL-19-02 Guzas 10 Gloria Ave. m/l 174/133 Acct #2449

Applicant was not aware of the deduct meter process to credit sewer charges for outside water use and requests a one-time abatement of \$32.14 (27 units x 1.1905) with the understanding that a deduct meter is needed for future irrigation use abatements.

Motion made by Jim Lavacchia; second by Chelsea Leonard “to recommend the Board of Selectmen approve abatement request S-UTL-19-02 for the reason given”. Motion carried.

9. Informational

- A. Bill Abbott provided the Committee with a 12 month profit and loss statement for both water and sewer.
- B. The Committee received a questionnaire from the Town auditors, Plodzik & Sanderson, regarding the Committee’s knowledge of the financial procedures of the Town. Dave Shaw to complete and submit.

10. Remarks by Selectman, members and staff –

Donna mentioned that we need to set up a meeting with the City of Nashua to go over the wastewater treatment plant capital expenditures. Donna to contact Carolyn O’Connor to set up a meeting date.

Meeting was adjourned at 7:32 pm, with motion made by Bill Abbott; seconded by Chelsea Leonard. Chelsea and Donna both have a conflict with the next scheduled meeting on September 18, 2018. After some discussion, the next meeting will be scheduled for Tuesday, September 25, 2018, at 7pm. Donna to confirm the meeting space with Donna Graham and request the update be made to the Town website.

Donna Staffier-Sommers
Sewer Utility Administrative Aide